

New Fire Protection Reimbursement Agreement Evaluation Process

CAL FIRE has a strong need to clearly identify and provide justification for new Local Government Fire Protection Reimbursement Agreements (LG-1) and to ensure correct procedures are in place for the processing of those agreements. In January 2013, the Local Government Advisory Committee was directed to accurately define and revise the existing new agreement process flowchart to better reflect the actual internal processes required and to develop a timeframe for review and completion for use by potential local government cooperators.

The revised evaluation and implementation process, as documented in the following policy sections, is effective upon publication of this Handbook revision ([Fire Protection Reimbursement Agreement Origination Process](#)).

Informal Discussion Stage

This stage is initiated when a local government entity approaches the Unit Chief to explore the possibility of entering into a cooperative fire protection agreement with CAL FIRE. There is no prescribed timeline for this process as it may extend from several months to several years depending upon the complexity of the agreement envisioned and the needs of the local government. During this stage, the Unit Chief will discuss with local government officials potential service models, approximate costs to provide those services and a *realistic* timeframe to begin service.

The Unit Chiefs should advise the local agency of the department's mission, authority, available resources, cost factors to local government and potential for transitioning local government employees into state service.

Generally, inquiries are verbal and require generic responses. Typical questions concern the department's ability to provide service, types of positions filled, rates of pay, time frames for contract implementation and possibilities to transition local employees. These and other basic questions may be answered by referral to the preceding sections in most cases. General salary information may be obtained from the annual 'Salary, Pay Differentials and Operating Expense Schedule.'

Prior to any preliminary meetings, the Unit Chief must inform the potential local government cooperator of the requirements of Government Code §56134 as they apply to new agreements. Per the Code: "...a "fire protection contract" means a contract or agreement for the exercise of new or extended fire protection services outside a public agency's jurisdictional boundaries...that does either of the following: (A) Transfers responsibility for providing services in more than 25 percent of the area within the jurisdictional boundaries of any public agency affected by the contract or agreement [or]

(B) Changes the employment status of more than 25 percent of the employees of any public agency affected by the contract or agreement. The Amador Agreement (PRC § 4144) is the only cooperative agreement excluded from this requirement. This requirement of review and approval by the Local Agency Formation Commission will likely add significant time and expense to the contracting process.

In most cases, preliminary meetings with local jurisdictions will be required to share basic information. Information should be emphasized as general, not specific, to the particular jurisdiction needs. Information may be received from the local jurisdictions to assist future negotiations, should a formal written request be received. The Unit Chief must determine the appropriate time to end the informal inquiry and require a formal written request to contract in order to justify the workload impact on the unit. When a formal request for a proposal involving transitioning local employees is anticipated, the Unit Chief shall notify the Cooperative Fire Program and forward any informal information. The Cooperative Fire Program shall notify Sacramento Headquarters programs (personnel, budgets, IT, labor relations, etc.) that a Concept Paper will be forthcoming and the number of transitioning local government personnel that may be involved.

The process, following the release of a Request for Proposal (RFP) from the local government, may take between 12 and 18 months to review, execute and implement an agreement including the transitioning of local government personnel into state service. [\(New Local Government Agreement Processing Timeline\)](#).

Local fire agencies may experience significant fiscal challenges and look to CAL FIRE for immediate cooperative agreement relief. The Department is not able to initiate a new agreement in a short period of time. Unit Chiefs should advise local government representatives of this early in the informal discussions. Unit Chiefs engaging in informal discussions of potential agreements must also do their due diligence in evaluating a local agency's fiscal situation. The Department cannot assume the role of continuing a local fire department that is clearly on a fiscal decline with no evident signs of recovery.

During this period, Unit Chiefs should maintain open lines of communication with their Region Chief and the Sacramento Cooperative Fire Program, providing progress updates and seeking assistance as needed.

Concept Paper Stage

As informal discussions progress, the Unit Chief should develop a sense of if and how soon the RFP may be released by the local government entity. Once a local government entity has sufficient information, it will be in a position to make a formal RFP to negotiate a contract with the state. When the RFP is anticipated, the Unit Chief should contact both the Region Chief and the Cooperative Fire Protection Staff Chief to determine the time period required to evaluate a draft proposal. This period may range from 90 days to significantly longer depending on other agreements under consideration.

If possible, no less than one month prior to the anticipated RFP release, the Unit Chief should prepare and submit to the Region Chief a Concept Paper summarizing the anticipated agreement. This summary will be submitted in a format which, at a minimum, shall address:

- Scope of Service (including options)
- Factors motivating the proposal
- Type of local fire agency governance
- Current and expected fiscal solvency of the local agency
- Brief history of local government fire service operations including number of stations and complexity of operations (ALS, HMRT, technical rescue, etc.)
- Number and local government classification, of employees to transition, if any
- Level of local government support
- Level of public support
- Potential labor issues
- Map of service area proposed
- Preliminary 14-point evaluation
- Significant one-time, start-up costs, to the extent they are known at this stage.
- Other significant issues which may encourage or detract from the potential agreement.

This Concept Paper will be reviewed and approved by the Region Chief prior to forwarding to the Cooperative Fire Program. Concurrently, it will be placed on the agenda for consideration and prioritization at the next scheduled "Three Star" meeting.

The Three Star team will review the proposal Concept Paper(s) and make a determination of value to both CAL FIRE and the local government entity and ability and necessary time required to process the potential agreement. Based on the decision of the Three Star team, the submitting Unit will be given direction as to proceeding with the concept and proposal, or declining to respond to the anticipated RFP. If approved, the Three Star team shall determine:

- If it is anticipated to take longer than eight weeks to review and comment on the Concept Paper and draft Proposal.
- An estimate of time required by the impacted Programs to complete processing the agreement following acceptance of the Proposal and the issuance of a Letter of Intent to contract by the local government.
- The timing and order in which competing proposals will be processed, if numerous proposals are under simultaneous consideration.

Upon approval, the Region Chief shall forward the Concept Paper to the Staff Chief of the Cooperative Fire Program for routing to the impacted Sacramento Programs. The Programs shall have two weeks to review and submit comment back to the Cooperative Fire Program. Sacramento program review is intended to at the coarsest level and is not an in-depth review. The purpose of this short review period is only to note “red flag” issues which may deny the approval this proposal when presented to the Director for consideration. When comments are received from the Programs, Cooperative Fire shall forward those comments immediately to the Unit and Region Chief. The Staff Chief of Cooperative Fire shall be the sole point of contact between the Unit/Region and Sacramento Programs. Concurrent with this review, the Unit will be preparing the draft Proposal and incorporating Concept Paper feedback as appropriate. The Unit Chief shall inform the president of CAL FIRE Local 2881 of the approval of the Concept Paper and the general nature of the anticipated agreement.

Proposal Approval Stage

Upon receiving all comments from the Concept Paper Stage, the Unit will prepare an in-depth Proposal utilizing the format template posted on the CAL FIRE intranet Local Government Resources Page. Track changes should be utilized for ease of program review, unless impractical; holding closely to the template will likely result in faster review times by impacted programs. The Unit has the latitude to modify the Proposal template, with the exception of Appendix B. Appendix B, which is focused on new employee issues, is write-protected and generally will not be modified. The information contained in this appendix is common to all proposals and transitioning local government employees to state service. While exceptions to modifying this appendix may be allowed, they will be coordinated through the Local Government Program in Sacramento. Authors of the draft Proposal must address one-time start-up needs and address how local government shall fund these costs. These costs may include, but not be limited to: infrastructure, information technology, communications, mobile equipment and necessary Academy training.

Upon Unit completion of the draft Proposal, it will be reviewed, approved and forwarded by the Region Chief to the Staff Chief of the Cooperative Fire Program for distribution to the impacted Sacramento level programs. The Programs shall have six weeks to review and submit comment back to Cooperative Fire. Program review will be at a much more intensive level than that of the Concept stage, and may involve on-site visits to assess infrastructure, information technology, communications, mobile equipment, and other needs. The Cooperative Fire Program Staff Chief will be the sole point of contact between the submitting Unit and the Sacramento based programs involved. As received, Cooperative Fire shall forward those comments to the Unit and Region Chief for incorporation into the draft document. Depending upon the scope and complexity of the Proposal, Staff Chief of the Cooperative Fire Program will facilitate a meeting between Unit staff and impacted Sacramento programs following the six week review period. Following that meeting, and the agreement of all parties participating, the Unit will have an additional two weeks to complete the final proposal. Following all revisions, the Unit shall request the Cooperative Fire Program Staff Chief to schedule meeting with the Director, Executive and program staff to formally present the Proposal for review and potential approval. The Cooperative Fire Program Staff Chief shall organize the meeting and work with the Unit Chief to assure pertinent information is presented.

If the Proposal is accepted:

- The Director will formally approve the Proposal for submission to the local government agency; Proposals requiring substantial ‘negotiation’ or deviation following submittal to the local government will likely not be approved.
- If applicable, the Director will approve in writing the requested transitioning of excess local government employees above the needs of the agreement into state service.
- In conjunction with the Unit Chief, Region Chief and impacted Sacramento programs, the Director will establish a proposed date to initiate service.

Generally, there shall only be one proposal (Concept through Proposal stages) at a time subject to program review. Exceptions will be coordinated and approved between the Region Chief, Deputy Director of Fire Protection and Deputy Director of Management Services.

Negotiation Stage

Upon acceptance of the Proposal by the local government entity, the Unit Chief shall regularly status the Cooperative Fire Program Staff Chief and Region Management as negotiations proceed on the desired alternative. The negotiation process shall not change the Proposal as approved by the Director. Any changes from the original Proposal must be vetted by the Cooperative Fire Program and the Sacramento programs for a determination if it changes their recommended action to the Director. If so, the Cooperative Fire Program will schedule a meeting with the impacted programs and the Director. At the completion of negotiations with the Local Government cooperator, the Unit shall notify the Region and Cooperative Fire Program of the coverage alternative selected. A Letter of Intent to contract for services by the Local Government cooperator must be received by Cooperative Fire as soon as the decision has been made to contract; this Letter shall trigger informing CAL FIRE Local 2881 of the action.

Implementation Stage

Upon receipt of the Letter of Intent to contract, the Cooperative Fire Program shall notify the appropriate Headquarters Programs to initiate implementation of the proposal. Appropriate programs will include, but not be limited to: Human Resources, Labor Relations, Budget Office, OSHPros, Information Technology, Telecommunications, Mobile Equipment, Technical Services and SubJAC.

The Unit and local government cooperator should generally allow at least six months from receipt of the Letter of Intent to contract until final Agreement implementation. This time period may be shorter for less complex Agreements (Dispatch with minor employee transition) or longer based on the complexity of the Agreement proposed (Full Service with employee transition) or the number of new Agreements currently being processed.

FORMAL REQUEST FOR CONTRACT PROPOSAL

8552.1

(No. 49 February 2005)

APPROPRIATENESS OF CURRENT AND PROPOSED CONTRACTS

8552.2

(No. 38 October 1995)

DIRECTOR'S DECISION

8552.2.1

(No.123 July 2015)

In accordance with statute, the Director will make the final decision as to whether a new contract or a contract renewal is "wise." This decision will be primarily based on objective factors, but may also relate to one or more subjective considerations.

CONTRACT ANALYSIS PROCEDURE

8552.2.2

(No.123 July 2015)

An objective 18-point evaluation system has been developed which characterizes the area and its overall fire protection needs and which evaluates the benefits of a contract to CAL FIRE, as well as to the local agency.

The contract analysis procedure assigns a weighted value to criteria describing local conditions relative to CAL FIRE's basic mission.

The criteria values are summarized in the [Contract Analysis Rating Form](#). This form is used to calculate and submit the Contract Analysis Evaluation. Unique or more important elements receive a higher weight, indicated by a greater rating range. Computed scores will indicate the degree of appropriateness for the proposed contract.

The contract analysis procedure is not intended for use on contracts for Amador Plan (PRC 4143-4144) services only, nor those that provide only minimal services such as dispatching or communications maintenance, without employee transition. Amador Plan services which are part of a countywide fire system under a combined PRC 4142-4144 contract may be considered, but appropriateness of those services is evaluated pursuant to statute and Board of Forestry and Fire Protection regulations rather than this analysis.

DEFINITIONS

8552.2.3

(No.123 July 2015)

The following definitions are to be used during the analysis process:

MOBILE DATA SYSTEM

A Mobile Data System (MDS) is a series of Mobile Data Terminals (MDT) tied to the command and control computer network used by emergency services as part of their computer aided dispatch system; allowing real time data sharing between command and control functions and assigned resources.

REGIONAL FIRE PROTECTION AGENCY MODEL

Regional Fire Protection is characterized by maximizing the resources of several local fire agencies or jurisdictions into one regional fire agency. The regional agency operationally dispatches local agencies as one integrated, cooperative, regional response fire protection system. The regional fire protection agency allocates costs based on direct benefits and indirect costs associated with operating an umbrella agency. Economies of scale abound with a regional model.

The strength of a regional fire protection model resides with the integrated, cooperative, regional system. The system becomes strong due to the additive organizational components of state, county, city(ies) and districts fire agencies. Most every major fire after action report suggests a regional fire protection model.

The governance model for the regional fire agency might be a county fire department who contracts with several local agencies such as cities, fire protection districts, community service areas or districts or any combination thereof; a joint powers agreement that contracts with the same types of local agencies; or a fire protection district contracting with similar local agencies. A specific example could be a county fire department that protects the unincorporated county area, 15 cities, 2 fire protection districts and one community services area.

LOCAL FIRE PROTECTION AGENCY MODEL

A local fire protection model might be an independent local fire agency. Examples include a county, a city, a fire protection district, etc. that are not part of a bigger, regional fire model. While a local fire agency might well serve a local jurisdiction, when viewed from a macro level, it may not operationally or economically well serve a larger area typically represented by a regional model.

REGIONAL FIRE PROTECTION RESPONSE SYSTEM

A Regional Fire Protection Response System would most likely have a single dispatch center that would dispatch multiple, independent fire agencies or could be the dispatch center for a Regional Fire Protection fire agency that integrates many local agencies into one fire department. This system recognizes and identifies boundary drops and the closest resource response concept irrespective of individual jurisdiction(s). The value of a regional response system is command and control is integrated within one communication system, though it may occur at more than one physical location.

LOCAL GOVERNMENT COOPERATIVE AGREEMENT EVALUATION MATRIX

8552.2.4

(No.123 July 2015)

The purpose of this policy is to evaluate new and existing Local Government agreements to ensure viability of service and value to agencies involved going forward.

It is the responsibility of the Unit Chief to complete a comprehensive evaluation of the area to be served by a Full Service Fire Protection Reimbursement Agreement.

Using the Local Government Cooperative Agreement Evaluation Matrix Sheet, evaluate, rate and document the merits of the agreement based on the following criteria. ([Local Government Cooperative Agreement Evaluation Matrix Sheet](#))

Factor 1. Fire Protection Model (Within the CAL FIRE Unit)

Evaluate the overall impact the proposed agreement would have on the existing regional fire protection model within the unit.

Factor 2. Geographical Relationship to CAL FIRE

Evaluate the geographic relationship of the jurisdiction to the CAL FIRE State Responsibility Area (SRA). Determine if the borders touch or overlap.

Factor 3. Fire Staffing Levels

Review the current staffing levels. Compare the current staffing levels to industry and CAL FIRE standards. Consider what the needs of the jurisdiction will be going forward.

Factor 4. Telecommunications and Dispatch Services

Evaluate telecommunications and dispatch service currently provided. If the Local Government is already using CAL FIRE for these services the impact should be minimal. If not, evaluate the current system to establish the needs of the Local Government going forward and how it will impact CAL FIRE command and control.

Factor 5. Value of Initial Attack to CAL FIRE SRA & DPA

Evaluate the extent to which this agreement would improve and support initial attack within CAL FIRE DPA.

Factor 6. Governance Model

The organization of the governing body is crucial to the Unit Chief's ability to manage an agreement. Review the governing body's guiding documents to determine the chain of command, as it relates to the Fire Chief. Establish whether the Fire Chief/Unit Chief answers to a single Executive Officer or directly to the governing body.

Factor 7. CAL FIRE Value to Local Government

The level of support of the local community or Local Government providers can play a significant role in the success or failure of a particular agreement. Assess the level of support from local political leaders.

Factor 8. CAL FIRE Value to Residents

Ultimately, the support of the residents within a community, who are the end users of an agreement, is critical. What the residents know or believe about a potential agreement is important to the success of that agreement. Assess the overall support by the residents for a fire protection agreement.

Factor 9. Economic Stability of Local Government

One of the most frequent causes of failure of a proposed agreement is fiscal instability. Consider the current fiscal year and previous three-year fiscal history. Validate the fiscal stability of the Local Government, as it relates to fire protection.

Factor 10. Fire Protection Planning or Municipal Fire Protection Services

Whether a Local Government chooses to adopt, amend and enforce the California Fire Code (CFC), create its own codes and standards or rely on the State of California's Code of Regulations generally depends on the number of commercial occupancies within their jurisdiction, the strength and support of the local building official and available staffing within their jurisdiction.

Assess the Local Governments' current processes and level of expertise. You may need to include provisions for training of personnel in the agreement to deal with planning and enforcement.

Factor 11. ISO Classification

The Insurance Service Office (ISO) is a for profit business that provides a service to the insurance industry by rating Fire Departments across the country. ISO evaluates Fire Departments based on fixed standard criteria. This rating system is used by the insurance industry to establish and adjust premiums of clients within the boundaries of a particular fire protection entity. Generally, the better the rating, the lower the client premium. Most jurisdictions are routinely re-assessing their ISO rating to ensure the lowest rates possible for the public. Determine the current ISO ratings for the Local Government jurisdiction. Find out if the Local Government is anticipating a change in their ISO rating due to an agreement. ISO rating information is available at the ISO web site. ([Link to ISO Fire Suppression Rating Schedule](#))

Factor 12. Training

The status of the Local Government training program is important to the success of the agreement. In order to transition Local Government employees to state service we must establish the level of training and education of the current Local Government employees. Complete a comprehensive review of the Local Government training program including individual training records, facilities and equipment.

Factor 13. Specialized Services

Occasionally Local Governments are committed to special services that may or may not, be directly related to emergency response. Services like hazardous materials response, building inspection or water rescue. Determine the workload and evaluate the training needs. Confirm the funding source and establish whether the Local Government wishes to continue these services via an agreement.

Factor 14. Provision of Emergency Medical Services (EMS)

Typically, most Local Governments are providing some level of EMS. Ascertain the level of service provided currently; is it First Responder, Emergency Medical Technician or Paramedic? Is there a Continuous Quality Improvement (CQI) program in place? Determine if the Local Government wishes to maintain its current level of EMS or modify it under an agreement.

Factor 15. Administration and Support Services

If a Local Government is providing service and employing full time, professional firefighters, it is likely they have some level of support staff. Determine what the support-staffing model looks like and establish what the needs might be under an agreement.

Factor 16. Employee-Employer Relations

Local Government employees may be represented by an organized labor group such as International Association of Firefighters. It is important for any proposed agreement to have the support of not only the CAL FIRE employee labor organization but the Local Government employee labor organization as well. Determine the level of support the Local Government employee organization may or may not have for an agreement with CAL FIRE.

Factor 17. Local Government Infrastructure Status

Poor condition of infrastructure can place a great strain on both the fiscal and operational resources of an agreement. Determine the status of facilities, fleet, equipment, telecommunications and information technologies. Estimate what it would take to ensure viability of infrastructure for the life of a potential agreement. Unique one-time start-up costs must be factored into any proposal.

Factor 18. Relationship of Fire Department to Local Volunteer Firefighter Organization

Many Local Governments employ or work directly with local volunteer organizations to assist with fire protection. Volunteers may be a vital part of the local fire protection system. How CAL FIRE interacts with these organizations can determine the success or failure of an agreement. Determine the level of support, from the associated volunteer firefighter organization, for an agreement between CAL FIRE and the Local Government. Establish how the volunteer organization might fit into the fire protection model under an agreement with CAL FIRE.

CONTRACT ANALYSIS SCORE

8552.2.6

(No.123 July 2015)

The composite score of the 18 objective factors will determine how appropriate it is for CAL FIRE to enter a new agreement.

The evaluation process is broken down into 2 main categories and 18 characteristics.

1. CAL FIRE mission enhancements

a. This category contains 5 essential objective factors to be addressed. The aggregate score of this category must be greater than 10 points in order to proceed to the next category. If a score of less than 10 points is reached, the agreement is rejected and scoring need not continue to the next category.

2. Effects on CAL FIRE

- a. If a score of 10 points or greater is reached in the previous category, the evaluation may continue to the final 12 objective factors.
- b. Including the score from the first 5 objective factors and the final 12, a total composite score of 120 points are possible.

Appropriateness of the contract is rated as follows:

Highly Appropriate	80
Appropriate	40 to 80
Marginally Appropriate	20 to 39
Inappropriate (Below 15)	<20 or Reject

In some cases, isolated factors of a contract may represent extremes on the low end of the rating scale if viewed separately from the contract as a whole. This analysis process is designed to carefully scrutinize proposals for new contract areas while preserving the intricate fiscal and operational contract relationships developed by Local Government in existing contracts. Isolated areas that radically differ from existing CAL FIRE direct protection areas or services will directly affect some or all rating factors and may cause the composite rating for the contract to drop. Local officials and Unit Chiefs are then encouraged either to mitigate such factors or to consider alternative means to provide those services.

MITIGATION AND ALTERNATIVES

8552.2.7

(No.123 July 2015)

A number of alternatives are available to mitigate a low composite rating generated by a contract whose area or fire protection programs differ significantly from CAL FIRE's primary responsibility. The following list is not intended to be exhaustive, but represents the range of alternatives available.

Boundary Adjustments -- Contract area boundaries can be adjusted to make the contract more appropriate. This alternative also includes annexation of certain contract areas to cities or special districts independently providing their own fire protection. A less desirable alternative is the establishment of new government fire protection agencies, which would further fragment the provision of services.

SRA Protection -- Additional local government resources such as volunteer companies, training officers, etc., which enhance the protection level will increase contract appropriateness (as will agreements for full reciprocity) wherein large percentages of contract resources are immediately available for outside use.

Alternative Service Providers -- Certain specialized services could be provided through contracts with other county departments, other government agencies or the private sector. Contracting can include such services as truck company service, hazardous materials units, paramedics, or fire prevention provided by the Office of the State Fire Marshal (OSFM) or another agency.

OTHER CONSIDERATIONS

8552.2.8

(No.123 July 2015)

The objective contract analysis factors measure operational, geographic and demographic data for the contract area and do not attempt to measure certain subjective factors which may have a bearing on ultimately determining whether a particular contract is "wise." Subjective factors that might be considered by the Director include:

Fragmentation of the CAL FIRE Statewide Fire Protection System - Board of Forestry and Fire Protection policy strongly encourages the maintenance of a viable statewide CAL FIRE organization that is able to immediately move uniformly trained personnel and equipment throughout the state to meet the demands of fires and other emergencies. If the failure of CAL FIRE to contract with local government for life and property protection would encourage less desirable fire protection alternatives, the decision may be to accept a marginal contract rating.

Employee/Employer Relations - Opinion of the employee union should be considered. Demands for improved pay, benefits and working conditions tied directly to provision of fire protection services in urban and metropolitan areas may be considered.

Local Agency/Public Concern - The contract analysis factors do not measure the concerns of the public or the local agency desiring a new or renewed contract. Public perceptions of cost and service efficiency must be considered along with available local government finances and perceptions of "home rule" authority.

State Concerns - Issues of state government policy, including size and cost of government, partnership between state and local government, and affirmative action may be considered.

Financial Concerns - The cost to the taxpayers for fire protection services will be considered. CAL FIRE programs that reduce taxes will be strongly supported.

CONTRACT NEGOTIATIONS

8552.3

(No.123 July 2015)

If the local governmental agency indicates intent to contract with CAL FIRE for fire protection services and the Director has authorized continued contract discussions, the Unit Chief will again discuss CAL FIRE's standard contractual agreement with the local agency representative. CAL FIRE's representative must explain the detail of the agreement and the obligations of both the state and local agency. This and subsequent sections explain those details. The Unit Chief must fully understand and follow the Director's policy regarding local government contracting.

AGREEMENT PROVISIONS

8552.3.1

(No.123 July 2015)

Contracting for services as provided by PRC §4143-4144 (Amador Plan) is very specific and is covered in detail in [Section 8554](#).

The Local Government Cooperative Fire Protection Reimbursement Agreement (LG-1) describes in detail the obligations and costs incurred by both CAL FIRE and the local agency, and the use of personnel, equipment and facilities. In discussing the provisions of the agreement with representatives of the local agency, the Unit Chief or designated representative will cover the following points:

Purpose of Agreement

The agreement is intended to enhance the public service provided by both parties and benefit the taxpayers required to support the program.

Period of Agreement

The period of the agreement is to be one to three years, usually timed to coincide with both the state and local government fiscal years. Agreements may be written for five years with the mutual consent of both parties. The agreement includes an extension of agreement clause which continues the existing level of service until a new agreement is fully processed.

Changes to Agreement Services and Costs

The agreement is standard and nonnegotiable.

Annual Statements of Agreement

For each fiscal year, the state and the local agency will agree to the organization, cost and level of services to be provided to local government. The services and costs will be specified in Exhibit D, Schedule A of the agreement. Services to protect SRA are based on a statewide plan and will be determined by the CAL FIRE and displayed in Exhibit D, Schedule B.

Exhibit D, Schedule A-4142

Exhibit D, Schedule A-4142 sets forth fire protection services to be furnished by the state, administered by the Unit Chief and budgeted by the state, with full reimbursement of costs by the local agency (except as provided by PRC §4143-4144, Amador Plan). Generally, this schedule itemizes in detail fire stations, personnel, salaries, operating expenses, rental of state vehicles, maintenance of automotive and radio equipment, and utilities to be financed by the local agency. Since the positions included in Exhibit D, Schedule A are filled by state employees, the salaries, hours, and working conditions are established at state standards.

Exhibit D, Schedule A-4144

Exhibit D, Schedule A-4144 (if applicable) sets forth the fire protection services to be furnished by the state, administered by the Unit Chief and budgeted by the state, with reimbursement of costs by the local agency as provided in PRC §4143-4144 (Amador Plan). This schedule itemizes state services used by the local agency during the "nonfire season." As with services listed in Exhibit D, Schedule A, salaries, hours, and working conditions are established at state standards.

Exhibit D, Schedule B

Exhibit D, Schedule B lists personnel, crews and major facilities established and supported by the state within (overlapping) or adjacent to the local agency area and funded by the state's General Fund for protecting SRA lands. Cost breakdowns are not required on this schedule.

Exhibit D, Schedule C

Exhibit D, Schedule C lists the services, personnel, equipment and expenses which are paid directly by the local agency, but which are under the supervision of the Unit Chief.

Exhibit D, Schedule D

Vehicle Information pertains to maintenance responsibilities and procedures for local agency-owned vehicles.

Exhibit D, Schedule E

Certification of Self Insurance.

Exhibit E, Red Circle Rates

Exhibit E, Description of Other Services, shall address Red Circle rates in all agreements for local government services initially entered into after July 1, 2012, if applicable to agreement. The inclusion, conditions and duration of Red Circle rates for transitioned employees, as approved by executive management, shall be addressed in this Exhibit using standardized language provided by the Local Government Program. At a minimum, this language shall require that:

- A. The Red Circle rate will sunset on a date not to exceed 5 years from the date the employee transitioned to the State.
- B. The Red Circle rate will terminate upon the employee's change in classification if the salary movement results in a higher salary than the former base plus Red Circle.
- C. The Red Circle rate will continue to be paid by the local entity upon the employee's transfer outside the jurisdiction covered by the Local Government Fire Protection Reimbursement Agreement, up to the sunset date.
- D. The Red Circle rate will be discontinued on the sunset date.
- E. The local agency will be obligated to pay any overage between the employee's Red Circle rate and the rate that the employee would receive absent a Red Circle provision. This applies even when state salaries and/or base rates are reduced by statute, labor agreement or other legal mandate, and even when the Local Government Fire Protection Reimbursement Agreement terminates prior to the Red Circle sunset provision.

State Obligations and Services

The state will administer the personnel, equipment and facilities needed to perform the contractual services of fire protection. The Unit Chief may be appointed as county fire warden and/or fire chief by the local agency when direct fire protection services are provided. The cost to the local agency for these services is detailed in the reimbursement rates for salaries and rentals shown in Exhibit D, Schedule A.

CAL FIRE will provide fire protection services at state-owned stations (i.e., stations which are integral parts of CAL FIRE's wildland fire protection system) during wildland fire season. Assignment of these forces is the exclusive function of CAL FIRE in meeting its statewide mission to protect natural resources.

Collection for the Local Agency

Procedures should be initiated to permit the state to act as the local agency's agent in civil cost collection proceedings.

CAL FIRE Cooperative Agreement Administrative Rate

CAL FIRE is required to recover its full costs when providing goods or services to other government entities. This requirement is found in the State Administrative Manual (SAM) Section 8752, which provides:

“The State policy is for departments to recover full costs whenever goods or services are provided for others. This policy, which applies to all departments, regardless of funding sources, is to be followed in all cases except where statutes prohibit full cost recovery.”

Additionally, SAM Section 8752.1 defines indirect costs as:

“Department indirect costs (overhead) are support costs which fund the statewide organization.”

CAL FIRE complies with these requirements by applying an Administrative Charge to all agreements where it provides goods or services to other government entities. CAL FIRE complies with these requirements by applying an Administrative Charge to all agreements where it provides goods or services to other government entities.

This Administrative Charge is determined annually, utilizing the standards established by the United States Office of Management and Budget (OMB), which are found in Circular A-87, “Cost Principles for State, Local, and Indian Tribal Governments”.

It is important that all cooperating agencies recognize that the Administrative Charge is only intended to offset CAL FIRE's indirect costs. Each cooperative agreement must

fund any direct costs necessary for that particular agreement.

Listed below are the categories included when calculating the annual Administrative Charge, together with a brief description of what is included within that category, and the percentage of the overall Administrative Charge each category represents.

Region and Unit Administration

Includes indirect costs associated with administrative and operational support provided at the Region and Unit level, including but not limited to the Unit Chief, Administrative Officer, various support positions and related position costs.

Headquarter's Program Administration

Within this category are indirect costs associated with the Cooperative Fire Program including local government contract administration; Command and Control Program management including, but not limited to the statewide telecommunications systems such as radio, microwave, telephone and paging systems, Computer Aided Dispatching system, statewide and national Multi-Incident Resource Processing System and Resource Ordering & Status System, Emergency Activity Reporting System. This category also includes overhead functions that support multiple programs or activities associated with Executive Administration, Board of Forestry, Public Education and Public Affairs.

Business Services

Indirect costs associated with the budgeting, accounting and purchasing functions, including but not limited to, the state contract purchasing system administration. Additionally, this category includes functions related to maintenance of property records and inventory and specialized technical expertise in engineering, construction and facility maintenance.

Information Technology

Includes indirect costs associated with the information technology functions including but not limited to, program and system development, maintenance and technical support of CAL FIRE's statewide computer network system, including email accounts and other software licenses.

Human Resources

Includes indirect costs associated with support provided by state-funded personnel in the human resources functions, including but not limited to, employment recruitment, testing, selection and adverse (disciplinary) action processes, Equal Employment Opportunity program, attendance and program time reporting, payroll systems, employee benefits programs including health, dental and vision insurances; rehabilitation and disability programs and investigations; return to work functions, Employee Assistance Program, Critical Incident Stress Management; Substance Abuse Assistance Program, the Injury and Illness Prevention Program, the Respiratory Protection Program, and Labor Relations functions including but not limited to collective bargaining, contract administration, grievance/complaint review and processing and Fair Labor Standards Act compliance.

NOTE: This does not include costs of physical examinations for any paid-call personnel included within cooperative agreements. Those costs are charged as direct costs to the particular cooperator.

Training

Includes indirect costs associated with the administration of CAL FIRE's statewide training programs, including but not limited to, curriculum development, operation of the CAL FIRE Fire Academy, and administration of the California Fire Fighter Joint Apprenticeship Committee training program.

Legal, Law Enforcement and Code Development

Includes indirect costs associated with legal counsel services, legislative liaison and tracking services, and fire prevention law enforcement program.

Fleet Management

Includes indirect costs associated with fleet management, maintenance and repair program, including available technical mechanical expertise and industry liaison services.

Insurance

The local agency must be aware of the insurance requirements set forth in the standard agreement. The local agency's risk manager should be contacted as early as possible to prevent delays in the agreement approval process caused by lack of proper insurance certification.

Claims for Reimbursement

The local agency must understand the state's billing cycle and procedure for billing for services rendered under the agreement.

FIRE PROTECTION STANDARDS REQUIRED FOR ALL CONTRACTS

8552.4

(No. 38 October 1995)

These standards meet recommended levels established by such organizations as the State Board of Fire Services, the National Fire Protection Association (NFPA), the Insurance Services Office, the American Insurance Association, and CAL-OSHA.

PERSONNEL

8552.4.1

(No. 38 October 1995)

To ensure that all personnel involved in the local government fire protection program administered by CAL FIRE are able to work effectively and safely, standards will be maintained to ensure adequate safety, supervision, and training.

Managerial and Supervisory

Personnel who occupy positions such as chief officers will be CAL FIRE employees. Exceptions must be approved by the Director.

Fire Prevention and Support Service

Personnel employed to fill positions in fire prevention or support services (dispatching, personnel, accounting, material management, automotive/facility maintenance, etc.) should preferably be CAL FIRE employees. In special circumstances approved by the Director, they may be employees of the local government or may be federally funded.

Full-Time Firefighters

Personnel who occupy positions as full-time firefighters shall normally be CAL FIRE employees. Exceptions must be approved by the Director.

Volunteers and/or Paid-Call Firefighters

When the contract does not fund sufficient full-time personnel to meet staffing standards for fire apparatus, then a force of volunteer or paid-call firefighters must be organized and used. Each volunteer organization will establish officers and a chain of command.

There must be an adequate number of officers to provide a leader for the volunteer forces during each response. It is recommended that volunteer officers hold a rank of fire captain or below.

Volunteer fire companies will operate under a constitution and by-laws or rules and regulations approved by the Unit Chief.

All volunteer or paid-call firefighters operating under the direction of state personnel must:

- be certified as a volunteer of the local agency by the Unit Chief.
- attend required training exercises.
- be in good physical condition according to the criteria developed by the Unit Chief, who will give due consideration to standards established by the State Board of Fire Services, the National Fire Protection Association (NFPA Standard 1001), and any standards recommended by the local agency.
- be protected by workers' compensation insurance that meets state standards (insurance to be provided by local government or private policy).

Certified Volunteer Apparatus Operator

Whenever a firefighter from a volunteer fire organization is used as an apparatus operator, the operator must be certified by the Unit Chief as meeting the following qualifications:

- Must possess the proper class of driver's license and/or certificate(s) depending upon the size and type of fire apparatus to be operated.
- Must have completed a defensive driver course and/or emergency vehicle operator's course, or equivalent, within the past four years.
- Must demonstrate proficiency in operating and driving fire engines and other apparatus in a test administered by a qualified CAL FIRE employee.

Safety

A safety program must be established to ensure reasonable protection for the life and physical well-being of all employees and volunteers. This safety program will include at least the following elements:

- As provided by CAL-OSHA standards, approved self-contained breathing apparatus will be provided for firefighters when they may expect exposure to dangerous concentrations of smoke and gases or other toxic materials.
- Personal protective equipment will be provided for all firefighting personnel in accordance with CAL-OSHA standards.
- Sufficient and proper safety clothing and equipment must be available at all times for firefighting personnel.

Supervision

All personnel assigned to the local government fire protection program will receive adequate supervision to ensure their safety and physical well-being and to promote their effectiveness in firefighting operations.

Levels of Supervision

Officers are needed to provide firefighting personnel a professional level of supervision, day-to-day training, and direction on the fire ground.

Supervision will be provided at the following designated levels:

- Level One Officer--Fire Apparatus Engineer or an officer of a paid-call or volunteer fire organization.
- Level Two Officer--Fire Captain.
- Level Three Officer-- Battalion Chief.
- Level Four Officer--Division Chief
- Level Five Officer--Deputy Chief

Standards for Supervision of Stations

Each station with full-time personnel assigned must have at least a level one officer rank on duty.

Each two to four stations with full-time personnel assigned will normally be supervised by a level two officer on duty.

Each four to six stations will normally be supervised by a level three officer. A level four or five officer will be needed depending on the complexity of the organization, the geographical distribution of the stations, and a practical span of control. Specific allocation standards are developed by the DPA.

Standards for Incident Command

Command on an incident must be commensurate with the complexity of the emergency and with the number of engine companies and other apparatus assigned, but in all cases will be in accordance with the Incident Command System (ICS).

In initial attack situations, at least a level one officer should command activities. Until a level two or higher officer arrives, it may be necessary for a certified volunteer apparatus operator to command activities.

A level three officer should be available to respond to emergencies and to assume command, if needed, due to the nature or magnitude of the emergency.

If an emergency grows in size and complexity, additional levels and numbers of command personnel may be needed.

Training

Personnel involved in the local government fire protection program must receive both basic and continuing training in the methods and techniques of protecting life and property to ensure safety and effectiveness in emergency operations. At a minimum, this will require meeting the requirements in the Training Procedures Handbook for the appropriate classification.

A training officer or drillmaster may be needed, depending on the number of personnel involved in the contractual agreement. These positions normally would be funded by the local government contracting for the service.

Sources of training include the following:

- CAL FIRE Academy.
- Courses provided by the department at the Unit or Region levels.
- Courses available through the community college system.
- Office of the State Fire Marshal.
- Courses available at the California Fire Academy at Asilomar.
- Courses available at the California Specialized Training Institute at San Luis Obispo.
- Courses available at the National Fire Academy in Emmitsburg, MD.
- Miscellaneous training media available from various commercial and educational sources such as the International Fire Service Training Association (IFSTA) and National Fire Protection Association (NFPA).

CAL FIRE provides training courses at its CAL FIRE Academy for fire personnel. All firefighters II and fire apparatus engineers are required to complete a basic fire control course during the first year of their employment.

The Unit Chief is responsible for ensuring that all supervised personnel receive adequate training for all emergency services provided under agreement. In addition, the Unit Chief is responsible for a continuing program of training to maintain a high level of proficiency. All training and drills will be recorded.

Minimum emergency medical care training for all personnel whose duties are not primarily clerical or administrative are mandated by the California Health and Safety Code (H&SC). Local government may wish to provide a higher level of emergency services.

Emergency Medical Technician (EMT) training programs are designed to prepare fire service personnel to render pre-hospital basic life support services, including cardiopulmonary resuscitation, under field emergency conditions.

Training standards for EMTs are well established by the Emergency Medical Services Authority.

Mobile intensive care paramedic minimum training standards are established in the Health and Safety Code and are regulated by the Emergency Medical Services Authority.

FIRE APPARATUS

(No. 38 October 1995)

8552.4.2

The Unit Chief shall ensure that fire apparatus provided by local agencies under this agreement shall: (1) provide firefighting personnel with equipment which permits them to perform their emergency mission effectively and safely, (2) meet the fire protection needs and financial capability of the area served, and (3) conform to standards set forth by the manufacturer and NFPA.

Standards for Fire Apparatus and Equipment

Fire apparatus with a pump, hose and water (defined here as an engine) is the primary tool to control fires. The capacity and number of engines needed to serve a given community varies with the community's fire protection problems and financial capability.

To control the most complex and hazardous emergencies, engines and their equipment should conform to NFPA Standard No. 1901, Automotive Fire Apparatus. These engines (defined here as a rated engine) should have a minimum rated pumping capacity of 500 gallons per minute (ICS Type 2).

Because of financial limitations, communities in the initial stages of developing a fire protection system may not be able to acquire the more costly rated engines or be able to construct water hydrant systems to adequately service such engines. They may have to accept smaller, less expensive engines (defined here as non-rated engines) for an interim period, although there must be no compromise in providing adequate safety equipment for firefighting personnel. The people in these communities must realize that nonrated engines may not be capable of controlling the most difficult emergencies.

Rental of Fire Apparatus Owned by CAL FIRE

CAL FIRE may rent state-owned fire apparatus to local governmental jurisdictions for fire protection services. This equipment must be administered and supervised by CAL FIRE under the provisions of a cooperative fire protection agreement during the non-fire season.

Under some rental arrangements, CAL FIRE's apparatus may be located at a facility that is not owned by CAL FIRE; however, the facility must be under CAL FIRE's control. Such control assures that the facility has adequate security and protection from the weather.

CAL FIRE's fire apparatus are designed primarily for wildland fire protection and, in most cases, will not conform to NFPA Standard No. 1901. The apparatus are rented on an "as-is" basis. If additional equipment such as hose and other accessories are to be added to an apparatus complement to meet the specifications of NFPA Standard No. 1901, the cost will be borne by the local government.

Any permanent or structural modifications of CAL FIRE-owned apparatus must receive prior approval of the Deputy Director for Fire Protection.

CAL FIRE's apparatus normally will be operated by department personnel. CAL FIRE's apparatus may be operated by volunteers who have been certified by the Unit Chief as apparatus operators and who are given direct supervision by CAL FIRE officers. In such instances, the apparatus will receive regular and routine maintenance checks by qualified CAL FIRE personnel.

Equipment

The local agency will provide all equipment necessary to meet the minimum standards of CAL FIRE, EMSA, and Cal-OSHA, NIOSH, etc. The following or equivalent items are the minimum required:

- trauma kit
- burn kit
- resuscitator
- back boards

Required minimum standards for ambulance units are established in the California Vehicle Code (CVC) and are administered and enforced by the California Department of Highway Patrol (CHP).

Mobile intensive care paramedic equipment standards are set by each county health officer.

STAFFING

8552.4.3

(No. 38 October 1995)

To ensure safety and effectiveness of operation of fire apparatus and other equipment, standards for staffing specific apparatus will be maintained. These standards will vary according to the following conditions:

- safety requirements.
- expected nature of emergencies in the response area of the apparatus.
- number of firefighters needed to effectively and efficiently operate the apparatus and its equipment.

Engines

At least two fully-trained firefighting personnel will be available at the incident at the earliest possible moment. The second firefighter should be at the incident within three minutes after the engine has arrived if initial attack evolutions are to be accomplished effectively and safely. The standard recognizes that occasionally circumstances and conditions may prevent achieving a precise time standard. This minimum staffing standard may be met in one of three ways:

- two fully-paid firefighters, one of whom will be a FAE.
- one fully-paid firefighter who will be at least a FAE and one volunteer. The volunteer may respond to the fire ground with the engine or in a separate vehicle, arriving soon after the engine.
- two volunteer firefighters. The drivers must be certified by the Unit Chief as a qualified operator (see Section 8552.4.1).

Water Tender

A certified apparatus operator may respond alone with a water tender. If the apparatus is used as an initial attack pumping unit, then the staffing standards for engines will apply.

Minimum staffing standards for ambulance units are established in the CVC and are administered and enforced by the CHP.

Mobile intensive care paramedic staffing standards are established by each county health officer.

NOTE: When fire apparatus is used to deliver emergency medical services, the minimum staffing standards listed under Staffing Standards for Engines shall apply.

Communication standards for emergency medical care operations will meet the minimum standards listed under Command, ECC and Communications (see Section 8552.4.5).

In addition, mobile intensive care paramedics are required by H&SC §1480 to maintain continuous communications with an acute-care hospital.

AREA OF INFLUENCE STANDARDS

8552.4.4

(No. 38 October 1995)

The objective is to define the area of influence for each station, while recognizing that the probability of protecting life and property from damage by fire decreases sharply as travel time from a fire station increases.

CAL FIRE will establish an area of influence for each station staffed under contract to a local government entity. This area of influence is the geographical area within which there is a reasonable probability that an adequate response by fire apparatus will result in the saving of the structures or other valuables from unacceptable damages by fire. Local government officials and residents of the area involved must understand the concept of an area of influence and the direct relationship of response time to the probability of saving life and property from fire damages.

CAL FIRE should discourage local government from contracting for response areas exceeding 30 minutes of travel time. Should a local government still wish to contract for the protection of an area in excess of 30 minutes of travel time, the limitations of the protection should be understood by the officials and residents of the area.

The area of influence of each station included in a contractual agreement should be drawn on a map. The map should clearly delineate the area of influence of the station, as well as 5-minute, 15-minute, and 30-minute travel time zones. As additional stations are added, areas of influence can be modified or additional areas established.

COMMAND, ECC AND COMMUNICATION

(No. 38 October 1995)

8552.4.5

The objectives are to provide:

- a system for prompt and continuous receipt of reports of emergencies.
- a means to initiate prompt response to those emergencies through a dispatching system.
- an effective system of continuous communications between operating units assigned to emergencies and the ECC, and also among units assigned to control the emergency.
- a system of communications for general administration of the fire protection organization.

Standards for an Emergency Command Center (ECC)

An ECC is a facility where reports of emergencies can be received continuously and which can be used to dispatch emergency resources in response to those reports.

The awake hours, classification, and number of personnel on duty at the ECC depend on the expected workload. An officer of at least level two will be on duty, on standby, or on call at all times.

Continuously Staffed Emergency Command Center

The workload or the complexity of the fire protection problem requires a continuously staffed ECC. An ECC administered by CAL FIRE will include at least a fire captain on duty or on immediate call on the premises to provide general supervision and direction. Other personnel staffing the ECC may be, for example, command center operators trained to handle first-alarm, routine emergencies based on the standard response plan.

During some parts of the year, an ECC may be used to dispatch suppression forces to both state and local responsibility emergencies. In those cases, the state and local governments should share equitably the cost of dispatching personnel and the center operation. If the center is maintained wholly for the benefit of one agency, then that agency will support the center's total cost.

Use of "911" System by an Emergency Command Center

CAL FIRE supports the 911 concept and will cooperate and assist local entities in its planning and implementation and will continue to perform its own dispatch services with its own personnel for state-funded operations.

Under agreement, CAL FIRE may furnish dispatch services for other governmental agencies. CAL FIRE's policy is to use the "transfer method" at Public Safety Answering Points (PSAPs) in order that the CAL FIRE ECC operators may talk directly to the reporting party.

A CAL FIRE facility may be the most desirable location for a 911 PSAP. CAL FIRE supports this use of its facilities providing it is reimbursed proportionately for any costs incurred in providing service to other agencies.

CAL FIRE supports paying its proportionate share of the operating costs of a PSAP furnishing service to CAL FIRE.

Planning the Use of "911"

CAL FIRE will plan its use of 911 by an ECC in accordance with the System Standards and Planning Guidelines Manual issued by the California Department of General Services, Office of Telecommunications.

All plans for implementing or using 911 will be submitted to the Director's Office for approval.

Standards for Communications

When CAL FIRE contracts for fire protection with a local government entity, CAL FIRE will maintain a communications system to:

- receive reports of emergencies continuously at an ECC.
- provide continuous communications among stations, ECCs, and personnel operating apparatus at the scene of an emergency or en route to an emergency (responding apparatus should be assured of communications with a base station).
- contact off-duty personnel, paid-call or volunteer personnel.
- request and provide for mutual or automatic aid.
- Often there is a need to provide common radio frequencies to be used on all apparatus assigned to a fire protection system, including apparatus owned by CAL FIRE, local government, or volunteer fire organizations. Such common frequencies are needed to maintain maximum operational and administrative effectiveness in a cooperative, unified, and integrated fire protection system. This common frequency could be one (or more) licensed to CAL FIRE or to a local government entity.

Telephone Communication

As a minimum, an ECC shall have one 7-digit line for receiving reports of emergencies and one line for business calls. This system will include a minimum of one direct transfer line from each PSAP within the agency's jurisdiction. Each outlying station should have single party telephone service to maximize the ability to receive prompt reports of emergencies.

CAL FIRE's Radio Frequencies

Radio frequencies licensed for CAL FIRE's operation may be used to provide communications for local government fire protection programs. The local government will provide radio equipment for apparatus which it owns and pay for the installation and maintenance of these radios. Local government's use of a radio frequency assigned to CAL FIRE is permitted, as long as channel-loading permits. Should CAL FIRE's frequency become overloaded, the local government must apply for a separate fire frequency.

The specifications for radios purchased by local government entities to be operated on CAL FIRE's frequencies must equal or exceed specifications as determined by the state. Radios must be licensed by the Federal Communications Commission. Maintenance for these radios can be obtained under contract from the state. Radios with CAL FIRE's frequencies may be used by paid-call or volunteer personnel, in apparatus owned by local government, with authorization by the Director and with proper administrative control by the Unit Chief.

Local Government Radio Frequencies

The local government will provide all necessary radio transmitters, receivers, and repeaters required to operate the system.

When local government radio equipment is desired in state equipment, the costs of purchase, installation, and maintenance will be borne by the local government. CAL FIRE may bear some share of these costs, if sufficient benefits to the state can be shown.

Local government-owned communications equipment (encoders, decoder, quik-call, etc.) will be compatible with CAL FIRE's communication system.

Automatic Alarm Systems for Commercial Properties

Some companies or other organizations may elect to install commercial fire detection and automatic alarm systems as a part of an overall built-in fire protection system. These alarm systems may transmit alarms directly to a central alarm center. CAL FIRE requires a contract between itself and the vendor for any commercial automatic alarm system terminating at a CAL FIRE-owned ECC.

Radio Equipment Replacement

Radios used on CAL FIRE systems and owned by local government should be replaced on the 10-year cycle recommended by the Department of General Services. All equipment purchased by local government will meet state specifications.

EMERGENCY MEDICAL SERVICES

8552.4.6

(No.38 October 1995)

Standards will be maintained to ensure adequate safety, supervision, and training of all personnel involved in the local government emergency medical services programs administered by CAL FIRE.

Administrative, supervisory and other full-time personnel who provide emergency medical services will be CAL FIRE employees. Exceptions must be approved by the Director.

When the contract does not fund sufficient full-time personnel to meet staffing standards, volunteers and paid-call personnel may be used to provide emergency medical services.

CONTRACT APPROVAL PROCESS

8552.5

(No.38 October 1995)

Every year the Cooperative Fire Services Section updates contracts and distributes them to units with detailed instructions on how to process the contracts. .

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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